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http://www.dot.state.mn.us/mnsaferoutes/news/network_calls.html

Past Network Call Notes are available at:

http://www.dot.state.mn.us/mnsaferoutes/news/network_calls.html

Please note: recordings of the Network Calls are archived for 6 months only



THE MINNESOTA SAFE ROUTES TO SCHOOL NETWORK...

...is approximately 190 dedicated professionals from organizations and agencies that are advancing Safe Routes to School (SRTS) in Minnesota...

...that builds skills in Minnesota communities to successfully implement SRTS, supporting partnerships between state and local agencies, municipalities, and advocacy organizations, and advocating for policy changes to support walking and bicycling to schools and improvements to the built environment...



...and makes Minnesota a state where all students, no matter their race, ethnicity, income level, age, ability, or geographic location, can walk and bicycle on routes that are safe, comfortable and convenient...

...because to be able to walk and bike safely makes health, learning, communities, and independence better for all of us.



AGENDA

- Welcome and Introduction
 - Winter Walk To School Day Winner!
- Success with Bike Fleets
 - Review of Bike Fleets Guide
 - Maintenance Tips
 - Future Funding
- Announcements



MnDOT Updates

Dave Cowan, SRTS Coordinator

Winter Walk to School Day



Shout out to participating schools (50+ this year)

Temperatures

Snow

Ice



MACCRAY West and East partnered together with Kandiyohi/Renville and Countryside SHIP to increase physical activity and provide a safe environment for kids to walk to school on their first Winter Walk to School Day! MACCRAY West was supported by Maynard Fire Department, Maynard First Responders, Clara City P.D., Chippewa County Sheriff's Department, and MN State Trooper- as well as teachers, staff, and SHIP. All of these partners created an exciting environment to walk the kids to school. Every kid had a smile on their face- as well as the volunteers that helped make this such an amazing opportunity. It may have been -3 degrees out and -22 degrees with windshield, but that didn't stop this rural community. We arrived to Maynard Event Center with City Staff cleaning off sidewalks from snow; the Fire Department, Clara City PD, and Chippewa County Sheriff blocking the streets from traffic,

and many students
showing up with “Walk and Talk”, “Stride & Pride”, and Supported by SHIP Signs!
Three buses
were unloaded at the Event Center, as well as parent drop off for MACCRAY
West. Our busloads
(75 kids) took on the streets of Maynard and walked to the school. Fire Fighters,
SHIP, First
Responders, Teachers, and the Deputy Sheriff walked side by side. Students
were laughing,
holding hands, smiling, and having a great start to their morning. The students
and volunteers
were surprised when they turned the corner to the last block and a State Trooper
was greeting
and blocking traffic towards the school. The kids were welcomed to school with
hot cocoa as
they chanted the MACCRAY Pride song, ready to start their day. The community
of Maynard
surely made each one of those kids’ day, the pride this rural community was
surely outreached
beyond love today!



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Planning Solicitation Update



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BICYCLE ALLIANCE OF MINNESOTA

Walk! Bike! Fun! Fleet Guide

CJ Lindor - Education Coordinator



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BICYCLE FLEET GUIDE

Acquiring, managing, and maintaining your fleet.



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I. Background/ Project Goals

Demand for Bike Education + Need for equipment = Bike Fleet

Acquiring
Managing

Maintaining

Bike Sizing: The Right Fit

Be sure the bike is the correct size. Bikes that are too big for the rider can be dangerous. There should be at least 1 inch between the inseam and the top tube. Riders' hands should comfortably reach the handlebars with arms extended (see the 90° diagram) from the body and feet should easily be able to reach the ground when sitting on the saddle with the height adjusted properly. Use the chart below to help you find the right fit for standard bikes.

What is your inseam?



Fleet Bikes: Size adjustable - Bike Friday OSATA

Bike Friday is a specialty bicycle manufacturer based in Eugene, OR, that has designed and produced a bike for use as a fleet bike, especially for students participating in education as part of the Safe Routes to School (SRTS) program. This size-adjustable model is called "OSATA". A key advantage to this model is that the same bike can be shared and made to fit riders varying in height between 4'2" to 6'2" thanks to the telescoping design of the frame, seat tube, and handlebars. This size range is roughly equivalent to a 20" wheel kids bike up to a large (21" frame) adult-size bike. This is particularly important if the bike fleet is intended to be shared with riders of different ages/ sizes including high school students and adults, rather than simply accommodating the size/height variation within a group of people the same age. Rather than keeping a few bikes of each size as part of the fleet, the OSATA model allows all of the fleet bikes to transform to any size bike.



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II. Designing Your Bike Fleet Program

Once the decision to acquire a bike fleet has been made, there are considerations that should be discussed in order to get a fleet that is best suited for the needs and interests of the community that will be sharing the bikes. Some considerations in making your final selection of bikes include:

- What is the primary purpose of the fleet? (Section II)
- Who will be the primary users of the fleet during the school year and in the summer? (Section II)
- How many users will the fleet accommodate in a given program, and overall? (Section II)
- Who will own and manage the fleet? (Section II)
- What type and size bikes will be in the fleet? (Section III)
- What will be the range in age/size for users of this fleet? (Section III)
- How will the bikes be secured during the school year when they're being used and in the winter when they will be stored? (Section IV)
- Where will the bike trailer be stored in-between use and during the winter? (Section IV)
- What will be required of those who use the fleet? E.g. training in Walk/Bike/Fun curriculum, training in basic bike maintenance, memorandum of understanding with fleet owner, and liability waivers? (Section V)
- How will use of the fleet be coordinated among the various users? (Section V)
- How will the fleet be maintained mechanically? How will routine maintenance and repairs be handled? (Section VII)
- Is there a local bike shop that has the capacity for a maintenance agreement to keep the bikes in good repair? (Section VII)
- How much usage/wear is expected on the bikes? Is the equipment designed for this use? (Section VII)
- How will insurance be handled? How will liability and risk be minimized? (Section VIII)



III. Acquiring Fleet Bicycles

This section includes information on selecting and acquiring bicycles for use in the fleet program.

A. Recommended Specification:

- Hybrid/multi-use style bicycle
- Rigid frame with no suspension
- A range of sizes suitable for the intended audience (Image 4 on pg 5) ^{1,2}
- Pavement and trail friendly tires; no mountain bike tires (Image 1) ^{3,4}
- Strong but not heavy frame: (prefer aluminum, or light weight high quality steel (chromoly or similar) – not heavier or Hi-Ten steel)
- Durable, easy to maintain unisex bicycle; must have low standover (Image 2) ⁵
- Quick release seat adjustment (Image 3) ⁶
- Hand brakes, with free hub (no coaster brakes on 24" and greater wheel size)
- Direct pull; v-brakes preferred with adjustable reach levers
- Strong wheels with alloy rims
- Handlebars with upright riding position
- Multi-speed with only rear derailleur
- Twist shift
- Chain guard (or chain ring guard)
- Kickstand
- Bottle cage
- Numbered stickers or unique identifiers for each bicycle
- Basic bell
- Standard Manufacturer Warranty of no less than one (1) year

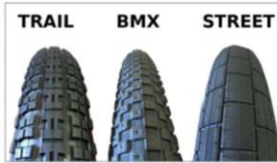


Image 1



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IV. Storing and Transporting the Fleet

When not in use, the bikes should be stored where they are secure and protected. The equipment should be kept dry, be isolated from movement and contact, and prevent unauthorized users from accessing the bikes. Preferably, the bikes would have a dedicated covered and locked space, with a storage system to prevent accidental movement of the bikes. This could include an outdoor storage shed, utility closet, garage, or any other identified space that meets these recommendations. Depending on the model of bike and storage system used, each bike will need about 12-18" of lateral space, and occupy 54-78" of length (4.5-10sq ft per bike); this space can be reduced by staggering the bikes and/or hanging them vertically, as depicted below in the trailer schematic.

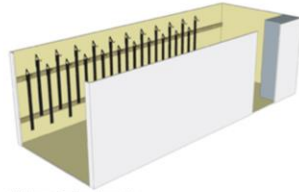
Size (up to 40 bikes): 20'L x 8'6"W x 6'6"H standard specs:

- Electric brakes on all axles
- Ramp door w/semi-style cambar-latch door holdbacks w/ grease port hinges
- 2 dome lights (1 wall switch)
- Roof vent
- 3/8" plywood liner
- 24" stoneguard
- 3/4" plywood floor
- .030 exterior aluminum metal
- Under coated frame
- 2 5/16 coupler
- DOT approved truck lights
- Welded safety chains
- Electrical wiring for towing connection

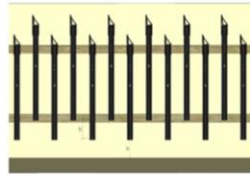


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3D view of trailer schematic.



Schematic showing staggering between trays.

Installation



Photo 1: Trailer frame with one board.



Photo 2: Measuring the length of the board.



Photo 3: Securing the board to the trailer frame.



Photo 4: Measuring the distance between boards.



Photo 5: Measuring the distance between boards.



Photo 6: Measuring the distance between boards.

Photo 7: Measuring the distance between boards.

Photo 8: Measuring the distance between boards.

Photo 9: Measuring the distance between boards.

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V. Fleet Management & Logistics

This section describes best practices and other suggestions based on experience with organizing and managing a fleet among multiple partners. For bike fleets used by only one group or organization (e.g. a school fleet used only for 5th grade PE, for example), some of the procedures described here will not be necessary.

A. Coordinating the Fleet

For bike fleets being shared with multiple user groups and/or partner organizations, a robust system for tracking reservation requests and details is essential. A calendar and/or spreadsheet is a useful tracking tool. One week is generally an adequate duration of time for a group to utilize a bike fleet, but this could be shorter or longer depending on factors such as the demand for the fleet bikes from other users or the intended use of the bikes (i.e. multiple lessons over several days vs. a single-day event). It is also important to factor in time for transportation and maintenance between each usage as needed. Typically one full day should be expected for routine maintenance and inspections between each usage. User-identified issues will be identified as per established check-out procedures (see below). It is also important to set a clear expectation that all bikes may not be available for a given group as promised depending on maintenance needs.

Establishing a clear and consistent protocol for collecting requests for the fleet will greatly facilitate the task of managing fleet usage. Depending on the method of taking requests (i.e. via phone, email, web form, etc), there should be a mechanism for collecting and recording pertinent details; in addition to basic contact information, this should also include the requested dates, specific location and time of day, number of bikes, total number of participants, intended usage of the fleet bikes. A sample fleet checkout protocol is included in Appendix 2.

B. Commitment Agreements



VI. Other Recommended Supplies

In addition to the bicycles and the transport/storage trailer, we recommend the following equipment (final selection will depend on the chosen specification and intended use of the bike fleet):

- Yellow ANSI Class 2 Economy Lightweight Safety Vests (for students) Sm/Md. Safety Smart Gear or equivalent.
- Orange safety vests (for teachers/volunteers) ^{7,8}
- First aid kits
- 1-2 large plastic storage bins for supplies
- CPSC-certified helmets of various sizes based on intended audience. Discount sources for helmets:
 - MN Safety Council - elastic quick-fit, or basic dial system. These are good quality Bell helmets, at an approximate cost of \$10 or under. Contact: Erin Petersen (Erin.Petersen@minnesotasafetycouncil.org)
 - Helmets R Us - several styles to choose from. Priced from \$8.45 to \$15+. ⁹
 - ProRider - least expensive but less-adjustable very basic helmets. \$3.95 to \$7.95. ¹⁰
- Large mesh soccer bags for helmets



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VII. Fleet Maintenance

Routine Maintenance

Any person authorized to use the fleet should be trained to perform basic safety checks on the bicycles to determine their proper function and suitability to be ridden. Preferably this training would include information on how to perform simple adjustments and repairs (e.g. changing seat height, positioning handlebars, replacing an inner tube, aligning brakes – see Appendix 3 for detailed information). Routine repairs will be identified through maintenance checks before/after each usage, as established in the User Agreement (Appendix 1). This will include at a minimum performing an “ABC Quick Check” and checking tightness of stem and axle bolts. (Appendix 7)

BEFORE YOU GO:

Do the ABC Quick Check

A is for Air

B is for Brakes

C is for Cranks, Chain & Cassette



Take a quick ride to check it all before you go!



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VIII. Insurance and Liability

A. Property Insurance

Often a bicycle fleet can be covered under an existing property insurance policy. This may vary depending on whether the bicycles are used/stored on- or off-site, and under what conditions. It is important to check with your provider to have the fleet listed on the policy and find out any restrictions on the coverage. Most school-owned fleets in Minnesota currently use existing property insurance policies.

B. Liability Insurance

Managing liability and risk is crucial for several reasons, including the desire to ensure safety of children and others under or direction or care, concerns about financial risks, and potential fallout for a school or organization when injuries occur. Schools and other organizations already manage risk across a wide range of activities and the risks of any new activity relating to bike fleets should be considered in the context of the existing liability risks. It is worth noting that introducing new activities (e.g. an off-site field trip, or a remote drop-off day) could introduce a new liability where previously none existed; in these cases, providers should consider whether the benefits outweigh potential risks, and focus on taking reasonable actions to manage foreseen hazards. In general, supportive policies (including SRTS initiatives) do not expose schools or organizations to greater risk; often times they reduce existing risk due to new management strategies being implemented. The following short discussion will include suggestions for risk management strategies, and protections from liability exposure (see Section IX, C and D for more resources).



IX. Other Resources

X. Appendices

X. Appendices, Including Sample Documents	19
Appendix 1: Sample Memorandum of Understanding (MOU)	20
Appendix 2: Sample Bike Fleet Check-out Forms.	21
Appendix 3: Detailed Maintenance Procedures	22
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Appendix 5: State Contract Instructions	27
Appendix 6: Sample Liability Insurance Policy.	28
Appendix 7: ABC Quick Check	29
Appendix 8: Bicycle Lease/Rental Waiver	30



Fleet Successes!

 The picture can't be displayed.



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SHIP Funding Bike Fleets

- Funds may be used as grantees budget allows for the following:
 - Adult, child, e-bike, adapted bicycles, or adjustable bicycles
 - Helmets for curriculum (ideally donated) and lice prevention supplies
 - Bike pump, multi-tool, chain lube, bike stand, patch kits, spare tubes
 - Trailer for storage and increasing use
 - Curriculum supplies like chalk, cones, etc
- *As always --> budget changes must go through your Community Specialist, a sustainability plan for maintenance is required, & cost-share encouraged*

SHIP: Better Health Together | <http://www.health.state.mn.us/divs/oshii/ship/index.html>

2/15/2018

Local Example

- Melrose Bike Fleet

www.bikemn.org • info@bikemn.org • 1-800-25-BIKEMN



www.bikemn.org • info@bikemn.org •   /bikemn

Mobile bike repair (statewide): <https://www.velofix.com/locations/minnesota/>

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Bike Fleet Solicitation Update



Photos of St. Cloud Fleet

What are responsibilities?

■ Grantee

- Take ownership of fleet
- Manage bicycle safety education program
- Host training for teachers
- Provide secure storage area
- Share the bicycles with other schools and organizations
- Maintain the bicycles, trailer and equipment for at least five years
- Complete SRTS parent surveys and tallies



<http://www.dot.state.mn.us/saferoutes/bicyclesolic.html>

Take ownership of an enclosed trailer with bikes (Enclosed trailer is expected to be approximately 20-25' long and weigh app. 5,000 lbs when loaded)

- Manage a bicycle safety education program
- Provide training for teachers/educators to use the bikes
- Provide a secure storage area for the trailer
- Share the bicycles with other schools and organizations
- Assume liability for use of the bikes and carry any necessary insurance
- Maintain the bicycles, trailer and other equipment for at least five years
- Complete SRTS parent surveys and hand tallies

What are responsibilities?

- **MnDOT**

- Reimburse purchase
- Arrange training on how to use the bicycles and related equipment



<http://www.dot.state.mn.us/saferoutes/bicyclesolic.html>

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CENTER FOR PREVENTION PODCAST



Explores themes related to health, health equity and community.

We hope to include community voices in our episodes, and are collecting stories for our March launch!

Please call in at 1-877-972-7563 and share your thoughts in 30 - 60 seconds on when and how you learned about being healthy.

www.centerforpreventionmn.com/podcast



The Center for Prevention is launching a new podcast!

First episode is scheduled to come out March 20, we'll focus on trends and traditions in health, and how they shift across generations. And we'd like to hear from you, or friends, family, students, teachers... Please call us at 1-877-972-7563 and share your thoughts in 30 - 60 seconds on when and how you learned about being healthy. Don't forget to give us your full name and phone number so we can contact you to follow up on your story. We look forward to hearing your stories.

<https://www.centerforpreventionmn.com/podcast>

Facebook Link:

<https://www.facebook.com/centerforprevention/posts/2061738680509111>

ANNOUNCEMENTS

- [SRTS Academy Application](#) – To host a fall workshop, application deadline June 1, 2018
- Bike + Walk MN Conference April 29 – May 1, 2018
 - SRTS Track
 - Status of MN SRTS Meet UP

Walk! Bike! Fun! Updates:

The new application to host a 2018 WBF training will come out the 2nd week of January. It will include options for both Spring and Fall. Intention is to allow for planning when school is in session and remove barrier of planning during summer when staff is away.

Deadline for requesting Spring trainings will be February 28th,
Deadline for requesting Fall trainings will be June 1st.

WALK/BIKE TO SCHOOL DATES:

~~**OCTOBER 4TH, 2017**~~

~~**FEBRUARY 7TH, 2018**~~

MAY 9TH, 2018





Sign up for Winter Walk to School Day! Win the Golden Snowboot?

https://www.dot.state.mn.us/mnsaferoutes/programs/winter_walk_to_school_day.html

From Minneapolis Public Schools:

<https://www.facebook.com/MPS.TrueFood/posts/532326687166507>





THE MINNESOTA SAFE ROUTES TO SCHOOL NETWORK...

MONTH January 18, 10:00 – 11:00 AM	TOPIC <ul style="list-style-type: none"> SRTS Large District Strategies Minneapolis Public Schools New SRTS Action Plan
MONTH February 15, 10:00 – 11:00 AM	TOPIC <ul style="list-style-type: none"> MN SRTS Evaluation Plan (NEW!)
MONTH March 8, 10:00 – 11:00 AM	TOPIC <ul style="list-style-type: none"> Success with Bike Fleets (with Bike MN Call)

To join the Minnesota Safe Routes to School Network,
 email centercommunications@bluecrossmn.com

Note March date is change due to Bike MN's Bike Summit at state capitol!



THE MINNESOTA SAFE ROUTES TO SCHOOL NETWORK...



MONTH

April 19, 10:00 – 11:00 AM

TOPIC

- MN SRTS Resource Center: Interactive Community
- Use of Demonstration Projects and SRTS

MONTH

May 17, 10:00 – 11:00 AM

TOPIC

- Enforcement: What is working in Minnesota

MONTH

June 21, 10:00 – 11:00 AM

TOPIC

- SRTS: Supporting People with Disabilities (to be confirmed)

To join the Minnesota Safe Routes to School Network,
email centercommunications@bluecrossmn.com



2018 MEETINGS

2018 Meeting Dates:

~~January 18~~

~~February 15~~

March 8 (revised from 15)

April 19

May 17

June 21

July 19

August 16

September 20

October 18/25

November 15

December 20

Call Time: 10:00 – 11:00AM



THANK YOU!